

## CITY ENGINEER

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### **DEFINITION**

To manage the Engineering Division, primarily consisting of land development, transportation, traffic, Capital Improvement Plan, NPDES, special assessment and GIS functions. To administer Capital Improvement Plan projects, oversee transportation/traffic engineering activities, regulate development according to Municipal Code Ordinances, ensure compliance with the Federal Clean Water Act and implement GIS technology for internal/external use. To supervise Engineering Division staff.

### **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and local rules, regulations and codes in performing the Division's functions. Performs staffing analysis regarding work products and performance measures. Meets with community, business and neighborhood groups, professional organizations and other agencies.

### **WORKING ENVIRONMENT**

The typical working conditions are representative of those encountered while performing the duties of the position, which includes office and fieldwork, occasionally working in the evenings or on weekends. The work surroundings noise level is moderate indoors and above moderate in the field.

### **PHYSICAL DEMANDS**

The employee is regularly required to handle, feel and reach with hands and arms and also climb or balance and stoop, kneel, crouch or crawl to conduct inspections and investigations. The employee must regularly lift, move and carry files, plans and other documents up to 25 pounds and occasionally lift, move and carry up to 50 pounds. Sight requirements include close and distance vision, color vision, (needed to accurately interpret visual displays), depth perception and ability to adjust focus.

### **SUPERVISION RECEIVED & EXERCISED**

General administrative direction is received from the Public Works and Community Development Director. The City Manager provides executive direction. The City Engineer directly supervises all Senior Engineers and may supervise others in the division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties and responsibilities may include the following listed items. This list is intended to be representative, not exhaustive. Some incumbents may not perform all the duties listed, while in other cases, related duties may also be assigned.

Plan, assign, direct, evaluate and review the work assigned to staff in the Engineering Division.

Exercise City Engineer signatory authority as established by State statute and/or City ordinance. Implement and maintain the City's mapping and Geographical Information System database.

Ensure compliance with the State Public Contracts Code and the Pleasant Hill Municipal Code.

Implement programs, policies and procedures in accordance with laws, codes, ordinances, guidelines and standards pertaining to Engineering Division responsibilities.

Direct the preparation of plans, specifications and estimates for CIP projects; review and sign plans, advertise for bids, recommend contract award, provide for inspection and approve project revisions.

Determine need and select consultants to provide design and inspection services for CIP projects.

Develop and administer the division Operating Budget and Capital Improvement Plan Budget.

Oversee land development projects; prepare approval conditions, sign final maps, review plans, draft subdivision agreements for conformance with the State Map Act and City Municipal Code.

Directs and participates in the preparation of grant applications and administration of grant awards.

Coordinate division activities with other City departments and divisions, outside agencies, architects, engineers, contractors, organizations, and property owners; resolve problems and complaints.

Supervise Senior Engineers, assigning work, evaluating performance and coordinating training.

Prepare reports and other written correspondence related to the Division's budget, the status of CIP projects, land development, special assessment districts, NPDES, traffic and transportation activities.

Manage the City's Pavement Management Program (PMP) recommending asset protection strategies.

Exercise responsibility for developing and implementing a Land Development Procedures Manual.

Monitor and evaluate customer needs to achieve efficient and effective service delivery goals.

Perform related duties and responsibilities of a similar nature or level as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, materials, principles, techniques, processes and practices of civil engineering, including current changes/trends/technology in this engineering discipline.

In-house preparation of design plans, specifications and estimates for public work projects.

Laws, codes and ordinances that govern and regulate land development, public projects, NPDES Phase II and assessment districts.

Public bidding process, contracting procedures and construction management of CIP projects.

Personal computer equipment including software applications for spreadsheets and databases.

Basic principles of budgeting and cost control, consistent with the City's fiscal policies.

**Ability to:**

Interpret, explain and apply codes, regulations, and ordinances used in civil engineering.

Identify and resolve complex issues involving engineering design and construction activities.

Plan, organize and perform daily work in the division by formulating work plans, analyzing technical problems, identifying solutions and making final decisions.

Establish positive working relationships with division staff, coworkers and the general public.

Communicate thoughts and ideas clearly, concisely and accurately when providing information both verbally and in writing.

Prepare regular reports that document CIP projects, NPDES and land development activities.

Manage multiple priorities, exercising sound professional independent judgment in addressing sensitive issues of public interest.

**Experience, Education and Training**

Any combination equivalent to education, experience and training that demonstrates possession of the required knowledge and abilities sufficient to perform the essential duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of progressively responsible and varied professional civil engineering experience, preferably for a public agency, including a minimum of two years in a management, administrative and supervisory position.

**Education:**

Equivalent to a BA degree from an accredited four-year college/university with major course work in civil engineering or a closely related field. Additional course work in Public Administration is desirable.

**License or Certificate**

Proof of a valid Certificate of Registration as a Professional Civil Engineer in the State of California.

Possession of a valid California Class C driver's license at the time of appointment.